

15 January 1999

Operations



**FUNCTIONS AND RESPONSIBILITIES OF
WING PLANS**

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OPR: HQ /LGXX (Major Thomas J. Cipolla)
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SUMMARY OF REVISIONS

This revision deletes paragraph 1.5.3, updates **Attachment 1**, and generally updates policy based on Air Force guidance. A (I) indicates revision from the previous edition.

1. Purpose. The Wing Plans Office (XP) is a staff function of the standard wing and reports directly to the wing commander. This document is applicable to any unit authorized an XP function. It is also applicable to HQ AFRC and numbered air force (NAF) staff agencies listed in paragraph 1.5. This policy directive establishes the mission statement policy for the operation of XP.

2. Mission Statement (Responsibilities). XP:

- 2.1. Develops, coordinates, directs, controls, and, or monitors all peacetime/wartime planning and execution for the commander.
- 2.2. Is the focal point on all readiness/combat integration requirements to meet training, mobilization, deployment, sustainment, redeployment, and other higher headquarters taskings.
- 2.3. Identifies related resource requirements and is the coordinating function between the unit and other agencies for planning matters.
- 2.4. Administers agreements necessary to meet supplier or receiver mission requirements.

3. Functional Account Code. The FAC is 131A.

4. Chief, XP. The wing commander usually designates the most experienced planner available as the Chief, XP.

5. Responsibilities and Authorities. The policy provides/directs the following responsibilities and authorities:

5.1. HQ AFRC Logistics Plans Division (LGX), the Plans and Programs Division (XPX) and the Long Range Plans Branch (DOOX) are joint offices of primary responsibility (OPR) for the XP. AFRCI 10-101, Wing Plans Procedures, outlines which office has accountability for the various plans programs. Generally, you should contact LGX for logistics planning, XPX for deliberate and operations planning and DOOX for exercise planning.

5.2. The NAF Plans Division (XP) is the primary OPR for the wing XP.

5.3. AFRC wing commanders have the option of placing all planners in XP or maintaining residual capability in the logistics, operations, and support groups. If the second option is used, the residual plans capability in the logistics group is normally the programs and mobility function. In the operations group, residual plans capability is normally either the assistant operations group commander and, or current operations. In the support group, residual plans capability is normally the personnel systems and readiness function. Aeromedical evacuation groups, red horse squadrons, and combat logistics support squadrons also have residual capability in logistics plans. Wing XPs coordinate with these residual plans offices to ensure cooperation and prevent unnecessary duplication of efforts.

5.4. It is essential that XP functions as the "one-stop-plans-shop" in the wing. Customer focus by the plans office ensures success. A strong relationship with the wing commander is mandatory, but just as important is the relationship with the primary customers; logistics, operations, and support group commanders. Daily communications with these three key individuals make plans work. Customers also include other group, squadron, and flight commanders, as well as each and every member of the organization. Your role as the primary plans function requires you interface with all of these customers frequently.

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Commander

Attachment 1

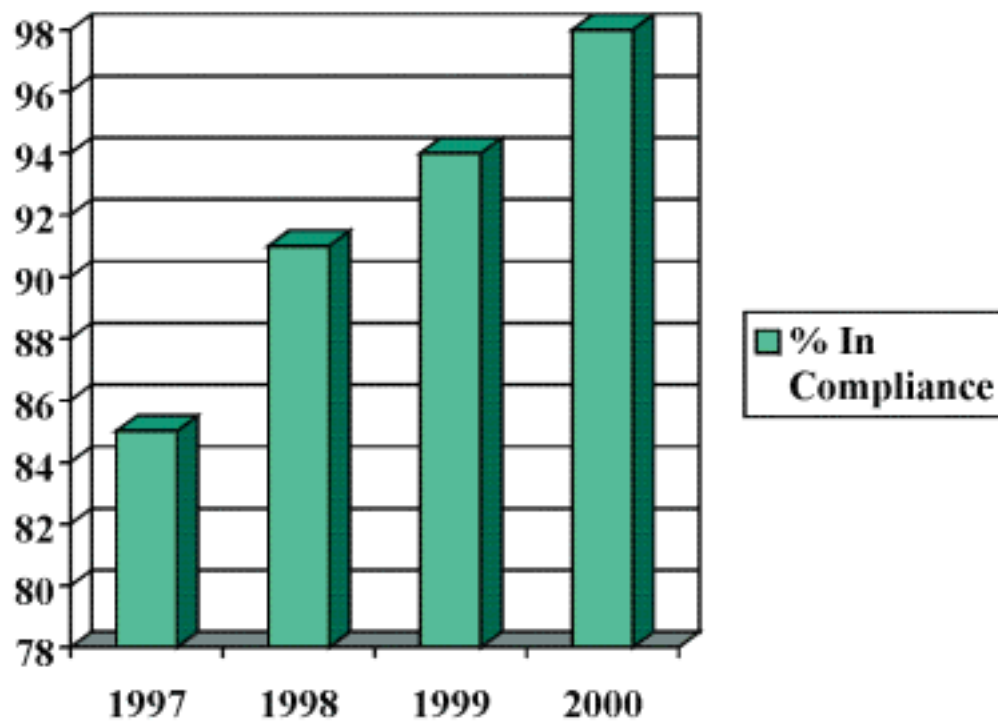
MEASURING AND DISPLAYING COMPLIANCE WITH POLICY

A1.1. One measure of compliance with wing plans policy will be measured by analyzing results of Unit Self-Inspections.

A1.2. HQ AFRC/LGX/XPX/DOOX maintain status of the overall program. NAF/XP maintains status of wing Unit Self-Inspections through the Staff Assistance Visit Program.

A1.3. HQ AFRC/LGX/ XPX/DOOX facilitate compliance measurement by publishing an integrated Self-Inspection Checklist annually.

Figure A1.1. Sample Metric of Wing Plans.



Show % of items from Unit Self-Inspection that are in compliance with stated requirements